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Official Entertainment in the Executive Dining Room. There is still some confusion concerning the procedures to be followed in claiming reimbursement for official lunches in the Executive Dining Room:

a. In the future, the cost of the lunch for the guest will be charged to the account of the Division Chief who serves as host.

b. A day or two later, the host can phone LSD to get the amount of the charge. (We are trying to set up a system to provide automatic notification).

c. A disbursement voucher can be prepared, in the Division, for approval by the DDO.

d. After approval by the DDO, the voucher will be returned to the Division for payment.

e. The routing of the voucher will be Division - DDO - Division. No other coordinators.

f. Be sure your voucher has all the particulars -- name, title, etc.

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